

**AIR FORCE PROCEDURES AND GUIDANCE  
TO  
ACCESS DEPARTMENT OF ENERGY  
REGIONAL SUPER ESPC  
AND  
TECHNOLOGY-SPECIFIC CONTRACTS**

**August 2003**

The purpose of this document is to assist the base in obtaining access to and successfully implement projects under the DOE Regional Super ESPC and Technology Specific Contracts. The procedures in Table 1 describe how to these contracts. It also contains recommendations, applicable guidance, and tools to facilitate the successful implementation of task orders. These procedures will facilitate the development and execution of all DOE ESPC and Technology-Specific projects.

**Table 1. Steps for Accessing DOE ESPC contracts.**

<b>WHO</b>	<b>WHAT</b>
<b>Base Contracting Officer and Civil Engineer</b>	The base contracting officer and civil engineer contacts AFCESA to request and receive training in implementing ESPC in the Air Force and to go over the Air Force ESPC Guidance (Attachment 1).
<b>Base Civil Engineer and Contracting Officer</b>	CE coordinates with the CO to determine if a Determination and Finding (D&F) is required IAW with Federal Acquisition Regulation (FAR) Part 17.5, the latest <a href="#">Air Force Economy Act Guide</a> from HQ Air Force Contracting (SAF/AQC) and the <a href="#">Department of Defense Instruction (DoDI) 4000.19, Interservice and Intragovernmental Support</a> , paragraphs 4.4 and E2.1.1.1. <i>See Attachment 2 for legal opinion on signature authority for a D&amp;F under the Economy Act.</i>
<b>Base Civil Engineer and Contracting Officer</b>	Once the base contracting officer has made a determination, contact AF Energy Program Manager to coordinate implementation meeting with DOE.

WHO	WHAT
<b>Base Contracting Officer and Civil Engineer</b>	The base contracting officer and civil engineer assemble a team (base, MAJCOM, AFCESA, DOE) to discuss the implementation plan (Attachment 3), which identifies the major elements to help the base manage the resources necessary to accomplish required actions; complete a Support Services Letter of Intent (Attachment 4), which identifies the technical services to be provided by AFCESA and DOE to support the bases' implementation of the ESPC project; and to discuss the AF/ DOE Delivery Order Request for Proposal (AF/DOE DO RFP) (Attachment 5), which defines the terms and conditions for AF facilities when using the DOE Super ESPC or Technology Specific contracts.
<b>Base Contracting Officer and Civil Engineer</b>	Depending on the DOE support services that are identified by the Support Services Agreement, the contracting officer and civil engineer develop a statement of work (SOW) defining services and completes the DD Form 448, <b>Military Interdepartmental Purchase Request (MIPR)</b> as required by the Skaggs Amendment Work Order (Attachment 6). The contracting officer forwards the signed work order along with the MIPR to the DOE Golden Field office, ATTN: Contract Specialist.
<b>Base Implementation Team</b>	The implementation team works with DOE in accordance with the Support Services Agreement.
<b>Base Contracting Officer</b>	The base contracting officer chairs all meetings and facilitates communication throughout the acquisition process and delivery order term. Provide 1 copy of all documents (AF/DOE DO RFP, Initial Proposal, Detailed Energy Survey (DES), awarded task order) to AFCESA/CESM.
<b>HQ AFCESA/CESM</b>	AFCESA sets up records, supports upward reporting requirements; provide agreed upon review, and provide technical support as requested in the Support Services Agreement.
<b>Base Contracting Officer</b>	In accordance with AFFARS 5317.191, congressional reporting is required of ESPC's with cancellation ceilings in excess of \$10,000,000. A sample congressional letter is provided as Attachment 7.

Attachments:

1. [ETL 02-5, \*Guidance for Energy Savings Performance Contracts\*](#)
2. [HQ AFLSA/ULT Legal Opinion on Economy Act D&F Approval Authority](#)
3. [Implementation Plan](#)
4. [Support Services Letter of Intent](#)
5. [Air Force/DOE DO RFP](#)
6. [IAA AFCESA-CESM-1-02 w/attachments](#)
7. [Sample Congressional Notification Letter](#)

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